



Classification	OFFICE TECHNICIAN (Typing)
Monthly Salary	\$2,598 - \$3,157
Tenure / Time Base	Permanent / Full time
Final Filing Date	Until filled
Location	Office of Systems Integration (OSI) Statewide Automated Welfare System (SAWS) Project 8745 Folsom Boulevard, Suite 100 Sacramento, CA 95826 FREE PARKING
Duties/ Responsibilities	Under supervision of the Staff Services Manager I, SAWS Administrative Services, the Office Technician (OT) provides office support to management and staff of the Statewide Fingerprint Imaging System (SFIS) Project and the SAWS Project. These activities include: scheduling meetings; originating and typing correspondence; developing reports and a variety of other documents; organizing and maintaining files; processing training, attendance and travel documents; ordering and inventorying supplies; maintaining records; maintaining spreadsheets; providing training; operating the security door; maintaining security tapes; assigning and tracking visitor badges and answering and directing telephone calls. This position requires the ability to work as a team member and independently, as appropriate.
Desirable Qualifications	<ul style="list-style-type: none">● Skill and ability to use Microsoft Word, Excel, PowerPoint and iManage.● Skill and ability to use Microsoft Outlook for calendaring, scheduling and emailing.● Experience with processing State travel, training and attendance requests.● Skill to compute basic mathematic problems.● Understanding of the importance of good customer service and the necessity of effective communication.● Ability to work effectively and quickly under tight time frames.● Attentiveness to detail.● Dependability and good attendance.
Desirable	

The Office of Systems Integration is committed to providing equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Qualifications (continued)	<ul style="list-style-type: none"> ● Ability to exhibit flexibility to meet the needs of a variety of projects.
Who May Apply	<p><u>Please indicate your eligibility in Box 12 of your application.</u></p> <ul style="list-style-type: none"> ● State employees who are currently at the Office Technician (Typing) level or who have transfer eligibility to that level. ● Persons who have OT certification list eligibility. ● SROA/Surplus candidates are encouraged to apply.
Condition of Employment	<p>A valid typing certificate is required prior to appointment to the Office Technician (Typing) classification. Please attach your typing certificate to your application.</p> <p>Current State employees at or above the Office Technician (Typing) level are not required to produce a typing certificate.</p>
Submit a State of California Std. 678 Application to	<p>Office of Systems Integration (OSI) Statewide Automated Welfare System (SAWS) Project Attention: Toya Robinson P.O. Box 138014 Sacramento, CA 95813-8014</p> <p>Please reference RPA #07-027 on the front page of your application.</p>
Contact Information	<p>Toya Robinson: 916-229-4407 TDD User: 1-800-735-2929</p>

Position #: 791-760-1139-001

RPA #07-027

Posted date: 09/18/2006

The Office of Systems Integration is committed to providing equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.